



# CITY OF ATLANTA

## Job Announcement

### CONTRACTING OFFICER, DEPARTMENTAL

**STARTING SALARY: \$37,821\*\***

**Salary Grade: 19**

**Applications Accepted From: January 12, 2004 until vacancies are filled or until January 23, 2004**

**Our office will be closed on Monday, January 19, 2004 in observance of Dr. Martin Luther King, Jr. Day.**

#### **Minimum Job Requirements\***

Applicants for this position must have a bachelor's degree in Business Administration, Public Administration, or related field; and, two years of progressively responsible management experience in the procurement of & contracting for goods and services; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Duties of the Job:**

This employee coordinates the development, negotiation, & awarding of contracts for various services and serves as the administrator of legislative documents regarding budgetary, contract and other issues for assigned department. Duties and responsibilities include writing contracts for services; monitoring the progress of contracts from development to negotiation to execution; interpreting Federal, State, and City laws and guidelines governing contract administration; maintaining files of contracts, applications, and performance data; drafting and processing documentation required to administer contracts; developing legislation to be submitted for approval; preparing departmental legislative documents; conducting para-legal and other research; providing information regarding contract administration and legislation to departmental staff; performing other duties as required.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.**

**APPLICANTS WHO MEET THE ABOVE REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION.**

**THE EXAMINATION FOR THIS JOB WILL CONSIST OF AN EVALUATION OF EDUCATION AND EXPERIENCE.**

\*Verification required prior to appointment.

\*\*POSTED SALARY PENDING FINAL APPROVAL OF THE 2004 BUDGET.